



CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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#T2894 HEATING TECHNICIAN
MONTHLY SALARY: \$3938 to \$4727

APPLICATION FILING PERIOD: **FIRST DATE:** April 16, 2010

***LAST DATE:** June 3, 2010

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants have been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

THE POSITION: Heating Technicians are responsible for replacing, and troubleshooting gas/oil fired heaters, hydronic steam heating, low pressure boilers, air ventilation systems and commercial solar systems and controls; welding and brazing; replacing system motors, belts, filters and similar equipment; adjusting, repairing, and replacing steam traps, electronic time clocks and thermostats; retubing steam and hot water boilers; applying chemical descaling treatment to heating systems; preparing estimates of labor and material costs; preparing data entry reports; supervising the work and training of apprentices and other assigned personnel; and performing other duties as assigned.

NOTE: In addition to salary, these positions receive annual benefits through a cafeteria-style flexible benefits plan which includes health insurance, life insurance, dependent care coverage, and cash back options. The City has PERS reciprocity and offers 17 days vacation/sick leave and 11 paid holidays annually, tuition reimbursement, and opportunities to pursue career growth and advancement. Benefits currently offered to employees may be subject to future modifications.

REQUIREMENTS: You must meet **ONE** of the following requirement(s) on the date you apply, unless otherwise indicated.

EXPERIENCE:

Four years of full-time experience performing all phases of **journey-level** work as a heating technician or pipefitter/steamfitter. **Qualifying experience must include** maintaining, installing, repairing, and troubleshooting equipment such as: wall heaters, floor heaters, forced air units, duct heaters, infrared heaters, suspended heaters, water and steam boilers, heat exchangers; solar heating systems and components of heating systems such as: steam valves, steam traps, water level controls, steam/water valves, motors/pumps and electrical control circuits.

-OR-

EDUCATION: **Proof of apprenticeship completion must be submitted with your application.**

1. Successful completion of a four or five year State accredited Pipefitter/Steamfitter Apprenticeship Program.

-OR-

2. Successful completion of a four year State accredited Heating Technician Apprenticeship Program.

HIGHLY DESIRABLE QUALIFICATIONS:

1. Experience with computerized office applications/programs (Word, Excel, etc.).
2. College course work in Air Conditioning, Refrigeration, and/or Environmental Control Technology.

LICENSE: A valid California Class C Driver's License is required at the time of hire.

HOW TO APPLY: You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application **or** an online application via the internet. Please read the following instructions for each method of submission.

HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

ONLINE (Internet Submission)

1. Do **NOT** complete/submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX/MAIL them to the Personnel Department with the cover sheet provided during your online session. Follow the instructions on the cover sheet.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list. Approved applications will be made available to the hiring department(s) for review.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins.

Note: Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

SUPPLEMENTAL QUESTIONS: In Section 4 of the Standard Employment Application, you **MUST** respond to all of the following questions or your application will be **rejected**. Provide sufficient details as this information will be used to evaluate your qualifications related to this job. Describe your **education, training, and/or experience** related to each question; indicate where the education, training, and/or experience was obtained (e.g. specify the employer, educational coursework, training classes); and provide comprehensive information regarding what duties you have performed.

1. Describe your journey-level experience as a heating technician or pipefitter/steamfitter working with equipment such as: wall heaters, floor heaters, forced air units, duct heaters, infrared heaters, suspended heaters, water and steam boilers, heat exchangers; solar heating systems and components of heating systems such as: steam valves, steam traps, water level controls, steam/water valves, motors/pumps and electrical control circuit in each of the following areas:
 - a. Maintenance
 - b. Installation
 - c. Repair
 - d. Troubleshooting
2. If you are using education to meet the minimum qualifications, indicate which Apprenticeship Program you have completed. **(Proof of apprenticeship completion must be submitted with your application.)**
 - a. Four or five year State accredited Pipefitter/Steamfitter Apprenticeship Program.
 - b. Four year State accredited Heating Technician Apprenticeship Program.
3. Describe your experience with computerized office applications/programs (i.e., Word, Excel, etc.). Indicate if your experience is extensive, moderate or limited.
4. List any college course work you have taken in Air Conditioning, Refrigeration, and/or Environmental Control Technology. Specify the course title/description, number of units (semester or quarter), school name and date (month/year) the course was completed.

5. Describe your journey-level experience in the following areas. Specify if this experience was with commercial, industrial, residential or other systems. Indicate if your experience included troubleshooting, maintaining, installing and/or repairing these systems.

A. HEATING SYSTEMS

System Types

- a. Oil
- b. Steam
- c. Water
- d. Air
- e. Gas
- f. Electric
- g. Solar

System Equipment

- a. Floor Units
- b. Suspended Heaters
- c. Wall Units
- d. Combination HVAC Units
- e. Forced Air Units
- f. Duct Heaters

B. HEATING COMPONENTS

Component Types

- a. Steam Traps
- b. Steam Valves
- c. Water Level Controls
- d. Water Valves
- e. Motors/Pumps

C. BOILER SYSTEMS

Low Pressure

- a. Natural Gas; specify pounds of pressure.
- b. Oil Fired; specify pounds of pressure.

High Pressure

- a. Natural Gas; specify pounds of pressure.
- b. Oil Fired; specify pounds of pressure.

D. ELECTRICAL CONTROL SYSTEMS

Control Type

- a. Electronic Time Clocks
- b. Thermostats
- c. Solar Controls
- d. Floats
- e. Pressure Switches
- f. Electronic Safety Controls
- g. High and Low Water
- h. Temperature

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER